

State of Connecticut JOB POSTING

OFFICE OF THE STATE COMPTROLLER JOB OPPORTUNITY MAIL HANDLER ADMINISTRATIVE SERVICES DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 55 Elm Street, Hartford, CT
Job Posting No: 759
Hours: (Part-Time) 25 hours per week (Monday – Friday)
Salary: \$16.95 (TE11.1) Starting Hourly – Until Completion of Initial Working Test then \$18.83 (TC11.1) Starting Hourly
Closing Date: Friday, March 17, 2017 - Application materials must be received by 5:00 p.m. by this date.

The **Office of the State Comptroller (OSC)** is currently seeking a qualified candidate to fill a **Mail Handler** position within the Administrative Services Division (ASD). The selected candidate will be accountable for independently performing a full range of tasks in the receipt, processing and distribution of mail.

Eligibility Requirement: Candidates must meet the General Experience as indicated below to apply for this position. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.

Knowledge, Skills and Abilities: Knowledge of U.S. Postal Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; some mechanical ability.

Examples of Duties: Sort, distributes and routes incoming and interoffice mail; operates automatic postage application equipment, mail inserters and weight scales; weighs and stamps postage, franked and metered mail; drives state vehicles in the delivery of United States and interagency mail; picks up and delivers mail at United States Post Offices; signs for insured, certified, registered and special delivery mail; updates and maintains records; schedules vehicle maintenance; provides postal service assistance to customers and perform other related duties as required.

PREFERRED EXPERIENCE:

- Experience with Pitney Bowes DM Infinity series inserter machine;
- Experience with Microsoft Excel;
- Customer Service Experience.

Experience and Training: **GENERAL EXPERIENCE:** One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment. **SPECIAL REQUIREMENT:** Incumbents in this class are required to possess and maintain a current valid driver's license. **PHYSICAL REQUIREMENTS:** 1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. 2. A physical examination may be required. **WORKING CONDITION:** Incumbents in this class may be required to lift moderate to heavy weight.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (Please indicate the job posting number on the application form). State employees must include copies of their last two (2) Service Ratings in lieu of references and their Attendance Records from March 2015 to present no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate
Office of the State Comptroller
Executive Office - Human Resources Unit
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR
Fax: 860-702-3324
OR
Email: OSC.HR@ct.gov (Preferred Method)

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Ginger Frasca at 860 702 - 3340 or ginger.frasca@ct.gov